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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 30.2

General Operating Procedure for the Commodity Units

I Purpose

A. The purpose of this procedure is to outline the general mode of operation for the commodity units of the Storage Division. Detailed phases of this operation will be covered in separate procedures.

II Assignment of Form FD-755

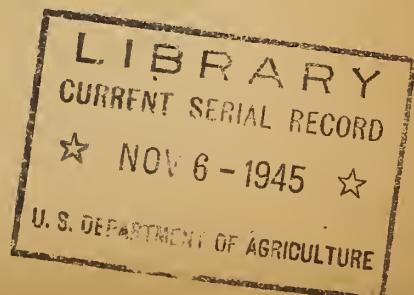
A. Upon receipt of a copy of the combined Purchase Abstract and Vendor Availability Record, Form FD-755, from the Procurement and Price Support Branch through the appropriate Section Chief, the head of the unit will assign the sheet to a commodity clerk.

1. For control purposes, a record of such assignments will be kept by each unit head. This record must show the following information:
 - a. Date and time abstract is received in the unit.
 - b. Person to whom abstract is assigned.

III Disposition of a Commodity from Vendors

A. Information as to the disposition of a given commodity will be furnished to the unit heads by the Chief of the Dry or Cold Allocation Section, as the case may be.

1. Determination as to the movement and geographical location of commodities will have originally been made jointly by the Chiefs of the Storage Division and the Program Management Division.
 - a. These determinations will be put in a memorandum, original and one copy, to the Chief of the Storage Division who will make the information available to the appropriate section chief.



B. If it is determined that a portion or all of a commodity covered by an abstract is to be shipped to storage, the commodity clerk, will prepare a "Transfer Ticket to Storage," Form FD-396, in triplicate, requesting space for the amount to be shipped to storage.

1. Two copies of the form will be sent to the appropriate Storage Allocation Section, and one copy retained for follow-up purposes.
2. The follow-up copy should be placed in a "pending file," by date, and retained in the commodity clerk's desk.
3. When the storage allocation section has executed the two copies of FD-396, one copy will be returned to the commodity clerk through the unit head. When this copy is received, the follow-up copy may be destroyed.
4. The commodity clerk will then prepare a master Vendor Ticket, Form FD-601, ordering the shipment.
 - a. The ticket number shall be assigned by the commodity clerk from the block of numbers assigned to the unit by the Document Servicing Section, Shipping Division. (See Shipping and Storage Branch Memorandum No. 41.1)
 - b. When necessary, the commodity clerk shall also prepare a request for ODT-QM.R Permit, Form SSB-13, original only, to be stapled to the ticket. (See Shipping and Storage Branch Memorandum No. 10.2)
5. When the Vendor Ticket has been prepared, the commodity clerk will:
 - a. Send the ticket and accompanying documents through the unit head, to the Rates, Tariffs, and Routing Unit, Traffic Services Section, Shipping Division, for completion.
 - b. Show the reduction in vendor availability on Form FD-755.

6. One duplicated copy of the Vendor Ticket will be returned to the Commodity Unit and one copy to the appropriate Storage Allocation Section for information and Record purposes.
7. When the commodity arrives at warehouse, car cards covering shipments to storage will be sent by the Transit Section of the Shipping Division to the appropriate Commodity Unit.
 - a. The Commodity Unit will be responsible for posting the cards against the duplicated copy of Vendor Ticket used to order the shipment.
 - b. The cards will then be filed, in the Commodity Unit, in order of commodity, region state, warehouse, and lot number.
- C. If it is determined that a commodity shall move from a vendor direct to a program, the Commodity Unit will receive a "Request to Deliver," Form FD-560, from the Program Management Division. This form will be furnished in duplicate.
 1. Each Unit Head shall maintain a control register for each form FD-560 received in the Unit. This record shall show:
 - a. Name of program.
 - b. Name of commodity.
 - c. Number of tickets issued.
 - d. Dates on which tickets were prepared.
 - e. Quantity ordered in each ticket.
 - f. Total quantity.
 2. Upon receipt of Form FD-560, the commodity clerk will prepare a master Vendor Ticket, Form FD-601.
 - a. Preparation and routing of the Vendor Ticket shall be the same, in the instance, as when the commodity moves to a warehouse. (See paragraphs III B, 4, 5, and 6.)

IV Disposition of a Commodity from Warehouses

1. When it has been determined that a commodity will move from storage to a program, the Commodity Unit will receive a "Request to Deliver," Form FD-560, in duplicate, from the Program Management Division.

1. Upon receipt of Form FD-560, the Unit Head will make entries on control register as outlined in Section III, paragraph C 1.
2. Upon receipt of Form FD-560, a commodity clerk will prepare a master Warehouse Ticket, Form FD-602, ordering the shipment.
 - a. The ticket number shall be assigned by the commodity clerk from the block of numbers assigned to the unit by the Document Servicing Section, Shipping Division. (See Shipping and Storage Branch Memorandum No. 41.1)
 - b. When necessary, the commodity clerk will also prepare a request for ODT-QMR Permit, original only, Form SSB-13, to be stapled to the ticket. (See Shipping and Storage Branch Memorandum No. 10.2)
3. When the Warehouse Ticket has been prepared the Commodity clerk will;
 - a. Send the ticket through the unit chief, together with car cards and shipping documents, by messenger, to the Traffic Services Section, Shipping Division, for completion.
 - b. Make necessary reductions on inventory records.

B. Whenever it is necessary to move a commodity from one storage point to another, a commodity clerk will prepare a master Warehouse Ticket, Form FD-602, and obtain space allocation on form FD-396.

1. Handling and routing of the warehouse ticket will be the same, in this instance, as described in Section IV, paragraphs A 2 and A 3.
2. Handling and routing of form FD-396 will be the same, in this instance, as described in Section III, paragraph B.

V Reconsignments, Form FD-600

- A. All reconsignment tickets shall be prepared by the commodity units in consideration of program needs, and as a result of collaboration with the Program Management and the Shipping Divisions.

1. When reconsignment is to be made, the assigned commodity clerk will prepare a master copy of the Reconsignment Ticket, Form FD-600. This form will be sent to the Transit Section of the Shipping Division for further processing.
 2. Whenever necessary, shipping documents shall be prepared and routed in the manner described in Section III, paragraph B-4.
2. In case the reconsignment is to storage, the Unit shall prepare and handle form FD-396 (allocation of space), in the manner described in Section III, paragraph 3, prior to preparation and issuance of the reconsignment ticket.
3. One copy of the duplicated reconsignment ticket shall be returned to the unit and one copy to the appropriate Storage Allocation Section so that necessary adjustments can be made in the records.

B. In the event that the Program Management Division finds it necessary to reconsign to storage any part of a shipment not lifted at an outport, a memorandum in duplicate to this effect will be sent to the Chief of the Storage Division.

1. This memorandum will show the number of cars to be reconsigned, the commodity, F. A. S. number, ticket number, sub numbers, car initials, and the port.
2. Upon receipt of this memorandum, the commodity units, if required, will prepare a master Correction Ticket, Form FD-361, a master Reconsignment Ticket, Form FD-600, and obtain space allocation on form FD-396 in the manner described in paragraph III B.
3. Routing and handling of reconsignment and correction tickets shall be the same as that prescribed for vendor and warehouse tickets.

VI Cancellations and Corrections

- A. Cancellation and Correction Tickets, Form FD-361, will be handled in the same manner as vendor tickets or warehouse tickets, as the case may be.
 1. Adjustments in inventory and availability records must be made whenever cancellations and corrections affect such records.

2. In a case where cancellation is made on a commodity that has been ordered from storage, the commodity clerk will be responsible for calling back from the Transit Section of the Shipping Division the car cards covered by the cancellation.

Eldon Richardson

Chief, Shipping and Storage Branch

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Storage
General

Distribution Code "A" and "D"

November 11, 1944

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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 30.2 (Correction No. 1)

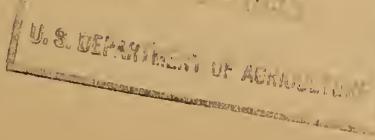
General Operating Procedure for the Commodity Units

I General

- A. The purpose of this memorandum is to authorize discontinuance of the use of "Transfer Ticket to Storage" (Form FDA-396), as specified in Shipping and Storage Branch Memorandum No. 30.2, dated November 11, 1944. *
- B. The following steps will be taken in writing an order ticket whenever it is necessary to obtain storage space.
- C. Shipping and Storage Branch Memorandum No. 30.2, dated November 11, 1944, will apply as originally written with the exception of that portion which relates to the necessity of submitting a "Transfer Ticket to Storage" - (Form FDA-396).

II Method of Securing Storage Space

- A. The "Transfer Ticket to Storage" - Form FDA-396 will no longer be used. The Commodity Clerk will omit the name and address of Consignee when preparing Master Tickets (vendor or warehouse) whenever it is necessary to obtain storage space. One of the following statements will be inserted on the ticket:
 1. "To be stored in the city of origin."
 2. "To be stored in line-of-transit for eventual export through the port (or ports) of (name of port or ports)".
 3. "To be stored in (name of port or ports)".
- B. Postings will be made to vendor abstract.
- C. Master ticket INCLUDING filler copy will be transmitted to the appropriate Storage Allocation Unit for purpose of assigning space in accordance with Statement 1, 2, or 3 as above mentioned.



III When Storage Space is Determined

- A. The Storage Allocator will fill in the name of Consignee and Address of Consignee on Master Ticket and,
 - 1. Remove filler copy, which will be retained in Allocation Unit until information thereon has been entered on the records of that Unit.
 - 2. Forward filler copy to Inventory Control Unit where postings will be made and then it will be returned to Commodity Unit.
- B. Forward Master Ticket to Chief of the Dry or the Cold Storage Allocation Section for determination as to propriety of the use of indicated storage facility.

IV If Storage Space is Approved

- A. Appropriate Chief of the Dry or the Cold Storage Allocation Section will:
 - 1. Initial Master Ticket and forward it to Head of appropriate Commodity Unit who will:
 - a. Inspect ticket for correctness.
 - b. Initial (if properly prepared).
 - c. Forward to Shipping Division for processing.

H. Donline

Chief, Shipping and Storage Branch

Distribution Code "A"

May 23, 1945

* The procedure set forth above supersedes Par. III, B, 1, 2, 3, and 4 of page 2 and Par. IV, B, 1, and 2 of page 4, Shipping and Storage Branch Memorandum No. 30.2, dated November 11, 1944.